

RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:	ITB Number
\$85,590.00 3-yr contract \$28,530.00 per year	DHSSFSC07-50003

Bid Description:

Macomb County - Strong Families Safe Children Contract for Post Adoption Services. This contract will provide information dissemination and advocacy services for adoptive parents, recreational opportunities, adoptive parent support groups, training for adoptive parents on specialized topics relative to the unique challenges inherent in adoption and the special needs of the adopted.

Due Date For Response:

07/20/2006

Contact Person Name:

Pamela Callum-Bragg

Phone #:

(586) 412-6113

E-Mail Address:

callump@michigan.gov

REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: **SFSC 07-50003**

Bid Submission Due Date & Time: **07/20/2006 @ 12:00 P.M.**

Geographic Area to be Served: **Macomb County**

Service Titles: **Post Adoption Information Dissemination**
Adoptive Family Support Services

Anticipated Contract Begin and End Dates: **10/01/2006**

Method of Reimbursement: **X** Actual Cost Unit Rate

Maximum Annual Contact Amount: **\$ 28,530.00** per year

Issuing Office: Macomb County Department of Human Services

Contact Person: **Pamela Bragg**

Telephone #: **586-412-6113** Fax #: **586-412-6142**

Email Address: callump@michigan.gov

Pre-proposal Conference: (Date, time, location) **N/A**
(Please notify the contact person above if you plan on attending)

Bidder Questions Due Date & Time: **07/13/2006 @ 12 p.m.**

Submit 6 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

Macomb County DHS

DHS Office

19700 Hall Rd

Street Address

Clinton Township

City

MI

State

48038

Zip

The bidder must submit all inquires regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS’ availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder’s fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority:	P.A. 2080 of 1939.	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
Completion:	Mandatory.	
Penalty:	Contract Invalid	

BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bid

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Macomb.

B. Location of Facilities

The Contractor shall provide services described herein in facilities located at: Macomb County

C. Client Eligibility Criteria

1. Eligible Clients

Adoptive families of children who are:

- a. Adopted from a state's foster care program, and
- b. Receive or are eligible to receive a support subsidy from the state that placed the child in the adoptive home, and
- c. For whom the adoption is finalized and
- d. Is age eighteen years of age or under and
- e. Adoptive family resides in the region covered by this agreement
- f. Was in court ordered foster care due to abuse & neglect

2. Determination of Eligibility

- a. The Contractor shall determine and document eligibility
- b. Documentation must include a declarative statement from the adoptive parent that they are either currently receiving an adoption support subsidy issued by one of the fifty states –or- that the child was in court ordered foster care due to abuse or neglect;
- c. Copies of these documents must be retained in the case record.

D. Services to be Delivered

Service #1 of 2: **INFORMATION DISSEMINATION**

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide daily telephone access for adoptive families to contact when requesting general supportive services.

- b. Provide assistance in connecting families to appropriate community resources, such as mental health treatment, support groups and recreational activities.
- c. Provide families with brochures and other materials in response to their request.
- d. Provide on call access to be available and responsive to adoptive families during traditional and non-traditional business hours.

2. Volume of Service

Clients - The estimated number of unduplicated eligible clients to be served during the period of this Agreement shall be: **50** clients

3. Unit Definition(s): One unit equals completion of one request for information from an eligible client.

Service #2 of 2: ADOPTIVE FAMILY SUPPORT

1. Activities the Contractor shall perform:

- a. Organize and facilitate a group experience for adoptive parents and the children residing in target area. The nature of the group experience shall reflect the desires of the family participants.

1) These experiences shall include the following:

a) Monthly support groups

- (1) Provide monthly support group meetings that will provide eligible adoptive parents on-going opportunities for dialogue and connection with other adoptive parents. These meetings shall be a minimum of 1.5 hours, there shall not be fewer than 3 eligible adoptive parent participants.
- (2) These monthly support group meetings shall be structured for the following purposes:
 - Discuss and share problems associated with adoptive families
 - Develop strategies to address problems;
 - Share ideas for relationship building, family interaction, access to resources and activity planning.

b) Quarterly recreational opportunities

- (1) Plan and conduct quarterly 2.5 hour inter-generational events that include all of the adoptive parents and their children to allow them the opportunity to interact with persons who have similar life experiences. Each activity will consist of 10 to 50 eligible participants.

These opportunities shall consist of social, cultural, and recreational activities scheduled to take place during the months in which no other training or week end camp is planned to occur.

c) Quarterly trainings

- (1) Design and conduct a minimum of one training per quarter that will provide opportunities for learning using guest speakers, written materials, and discussions. Each training shall be approximately 2 hours and will consist of a minimum of 3 eligible clients.
- (2) Quarterly trainings topics shall include but not be limited to the following topics:
 - accessing community resources
 - improving communication skills
 - building self-esteem
 - problem solving
 - recreational/leisure time planning

d) Yearly Week End Camp

This camp will provide a weekend campout once a year for the 3-year contract period. The purpose for this camp is to provide a linkage of adoptive families to each other for the purpose of networking and support. Other components of this service include workshops regarding issues unique to adoptive parents and the children they care for as well as family group activities.

- (a) Plan and conduct (1) weekend camp (Fri – Sun) to be held in August for adoptive parents and their children.
 - Provide group facilitation when not provided by the weekend camp staff.
 - Provide round-trip bus transportation for up to 50 adoptive parents and their children to and from the camp.
 - Provide 2 volunteers to assist with the activities and provide supervision for the children during children only

activities as well as additional supervision during combined activities for the week end camp. These volunteers shall be furnished by the Post Adoption Services Provider. Each volunteer will be paid a stipend totaling \$165.00 for the completed assistance during the timeframe of Friday at 7:00 p.m. to Sunday, at 6:30 p.m. during the month of August.

- Design and conduct a minimum of one 2-hour training workshop at the week end camp for the adoptive parents in attendance with a minimum of 3 participants. This workshop will include topics relating to issues unique to adoptive parents and their children using written materials and discussions. These topics shall include but not be limited to:

- Community and Personal Resources
- Stress reduction techniques
- How to deal with emotions
- Family dynamics

(b) The contractor shall subcontract with a camp that will provide the following:

- (1) Provide a weekend camp-out in the month of August for the adoptive families and children participating in the Post Adoption Services Program. The maximum number of pairs of participants shall be 10 and the maximum number of additional participants shall be 25.
- (2) Provide heated Lodging/sleeping facilities for all participants. Specific buildings shall be assigned to this group. The cabins shall include bathroom and shower facilities
- (3) Provide dining services for this group, which shall include dining facilities capable of seating a minimum of 50 and hot meals based on the gender and age make-up of group. These meals shall include a Friday snack and breakfast, lunch and dinner on Saturday and Sunday.
- (4) Provide planned social, cultural, and recreational activities scheduled to take place during the weekend the participants are present at the camp. These structured activities will give the children an opportunity to interact with other children and their caregivers in a different environment. The activities will include

caregivers only, Children only and caregivers and children together. These activities shall include but not be limited to:

- Waterfront Activities
- Recreational Activities
- Environmental Discovery Activities
- Evening Entertainment

(5) Provide specialized programs for caregivers and children according to age. The specialized activity shall be as follows:

- Trail Rides/Horseback Riding – Trail Rides are for caregivers and children 8 years or older. Horse trail rides shall include a short horse lesson and a leisurely ride through the scenic trails. It is anticipated that all children 8 years or older that would like to participate will be provided one opportunity to ride the horse. The training and ride shall last approximately one hour and fifteen minutes. Caregivers shall only be offered rides once all children have been given the opportunity to participate.
- Leader Rides – Horseback riding for children 7 years and younger. Leader rides will introduce the children to horses. Children are able to ride a horse while being led around a ring area for approximately (2) - 15 minute rides each. It is anticipated that all children under age 7 that would like to participate will be provided one opportunity to ride the horse.
- Climbing Tower - Climbing Tower is for caregivers and children 8 years or older. The Climbing Tower is a 55ft climbing tower that will require its participants to step outside of their comfort zone to reach their goal. Whether their goal is 5ft or 55ft, the participant can expand their comfort zone and learn how to conquer fears or insecurities. It is anticipated that all children 8 years or older that would like to participate will be provided one opportunity to climb the tower. This activity will last approximately two hours. Caregivers shall only be offered an opportunity to climb once all children have been given the opportunity to participate.

(6) Provide facilities that will accommodate a minimum of 30 adults in order that the Post Adoption Services Program may offer workshops for the caregivers. The workshops will include topics relating to issues unique to adoptive parents and their children.

(7) Provide facilities for the Post Adoption Services Program to conduct group activities when they are not provided by the weekend camp staff.

- b. The location of all activities must be at a place that is reasonably located to the majority of participants and in a facility that is structurally safe and secure.
- c. A summary of each group activity that took place and sign-in sheet must be submitted with monthly billings.
- d. Ensure that all staff and volunteers who has direct contact with youth or families on an ongoing basis shall have the following documentation in their personnel files prior to having any direct contact with youth/families:

Documentation of Law Enforcement Information Network (LIEN) check and a national criminal history background check, in accordance with the Volunteers for Children Act-amending the National Child Protection Act. Any prior felony convictions or other abnormalities must have written evidence of supervisory review and acknowledgement, which justifies employment.

- e. Develop a client satisfaction survey in collaboration with and approved by DHS. 100% of families receiving services shall, be surveyed not less than annually to determine their satisfaction with services provided.

2. Volume of Service

- a. Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: **25 families**
- b. Unit Definition(s): One unit equals one support group, recreational opportunity, training or week end camp-out. In addition to the facilitator, there shall not be fewer than 3 eligible adoptive families participating in each group activity.

E. Evaluation Reporting Requirements

The Contractor shall submit to the DHS monthly reports that indicate the status and effectiveness of activities performed under this Agreement as indicated:

- 1. The Contractor shall participate in scheduled meetings called by DHS or its designee to discuss evaluation and related issues.
- 2. Cooperate with the Strong Families/Safe Children Evaluator as needed to fulfill SF/SC Program reporting requirements.

3. Each month, attached to the billing form (Statement of Expenditures, DHS-3469), the Contractor shall submit:
 - a. The Contractor shall submit to the DHS monthly support group, quarterly recreational activity and training reports that indicate the status and effectiveness of activities performed under this Agreement as indicated. These reports shall include;
 - 1) Number of parents participating in group sessions
 - 2) Dates and times of sessions
 - 3) Topics discussed during sessions
 - 4) Objectives for each session
 - b. Sign in sheets for each activity provided in 4.a. that month which include:
 - 1) Date of Activity
 - 2) Name of Activity
 - 3) Location
 - 4) Beginning and Ending time
 - 5) Participants signatures
 - c. Information Dissemination Report which include the following:
 - 1) Log with the date, time of call and information or support service provided.
 - 2) List of outreach activities performed
 - 3) Summary of identified needs in which they were unable to meet.
4. Provide a year end summary report for each service category provided within 60 calendar days after the end of the program year.

F. Evaluation Criteria

The services provided by the Contractor under this contract shall be evaluated by the DHS on the basis of the following criteria:

95% of families who received community referral services shall demonstrate their ability to adequately access appropriate resources to assist with their family needs upon termination of services.

85% of a randomly selected sample of adoptive families residing in the service area shall report knowledge of the PASS program and identify a sample of services the Contractor provides.

85% of participants attending support group(s), training(s) or recreational activities funded under this contract, shall report they were satisfied with services.

Client surveys shall be mailed to 100% of families receiving services on an annual basis and 90% of responses shall indicate satisfaction with services provided. The survey shall be developed in collaboration with and approved by DHS.

All requested reports and material shall be forwarded to DHS within the time frame specified by DHS or its designee.

REQUEST FOR QUOTE - RATING CRITERIA

This request for quote/proposal will not be reviewed and the bidder will be disqualified from further consideration for award if:

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum points 25)

A. Agency

1. Has bidder ever performed similar services for DHS or another purchaser?

Considerations:

- . How recently were services provided and for what duration?
2. To what degree is experience with other similar services relevant to the service(s) being bid?
 3. Does the bidder demonstrate successful collaborate working relationships with other relevant community systems and have documented increased outcomes for clients:

B. Staff

1. Do the position descriptions for direct services staff persons require experience in this or related services?

Considerations:

- . Length of experience
 - . Similarity of experience to services to be required
2. Does the supervisory staff, who will provide supervision and oversight of direct-care staff, have previous work experience in this or related services?

Considerations:

- . Length of experience
 - . Similarity of experience to services to be required.
 - . Is supervisory staff required to have an appropriate level of direct care experience?
3. Do the staff for whom resumes are provided demonstrate the appropriate level of capability for providing identified services?

C. Performance

1. If these or similar services were provided to other purchasers:
 - Were the purchasers satisfied with the services provided?
 - Were the services monitored by the purchasing agency?
 - If yes, were monitoring reports satisfactory?

II. Program Implementation (Work Plan)

(Maximum points 35)

A. Service Delivery

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program?
2. Does the bidder demonstrate ability to provide services to a diverse client population?
3. Is the bidder's plan for accommodating client barriers to accessing services adequate?
4. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
5. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?

B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?
3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?
4. Does the bidder have an acceptable turnover rate for direct care staff?
5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

C. Support Activities

1. Is the facility large enough to meet the demand for services in the geographic service area?
2. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?
3. Does the bidder identify an adequate plan to assure an appropriate level of security for clients?
4. Does the bidder identify an adequate plan to assure an appropriate level of security for the public?

III. Availability/Accessibility

(Maximum points 10)

- A. Does bid response adequately describe how bidder will identify the client population?
- B. Does the bidder have an adequate plan for informing eligible clients of the availability of their services? Is the bidder reasonably accessible to the client population during non-traditional service hours?
- C. Is the bidder able to provide services at times when most clients can access them?
- D. Is the bidder located close to public transportation?
- E. Does the bidder make adequate provision for client transportation needs?
- F. Are the bidder's facilities and services easily accessible to clients with disabilities?
- G. Is the bidder's plan for addressing client language barriers feasible and appropriate?
- H. Does the bidder have an appropriate plan for serving clients with physical disabilities?

IV. Fiscal Resource Allocation

(Maximum points 30)

- A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement (including staffing, communication resources, and the described facility [both location and size])?

- B. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?
- C. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.
- D. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- E. Does proposal specifically identify what resources bidder has available and how it will utilize (all) those resources to facilitate 24/07/365 accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)?
- F. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?
- G. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?
- H. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?
- I. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

a. By submission of a bid response, the bidder certifies:

- 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
- 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
- 4) The price quoted is not higher than that given to the general public for the same service.

b. Each person signing the bid response certifies that:

- 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
- 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.

c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

Bidder E-mail Address: _____

Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

_____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

A. Bidder Experience/Qualifications

Provide the following information:

1. Length of time providing this or similar services
2. List locations within the state at which the bidder maintains office that will be involved in providing service.
3. List all contracts with DHS that have been in place within the past 5 years.
4. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
 - Brief description of service provided;
 - Recipient of service;
 - Dates of service provision;
 - Describe the degree of similarity between related services the bidder has provided and the services being bid;
 - Name and telephone number of a contact person for each individual or agency for whom service was provided.
5. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
 - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
 - Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
 - For each position, list the number of hours and the number of weeks to be committed to the services being bid.

B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs and strengths of the client population and how that will impact on service delivery.
2. Prepare a description of the way in which service would be provided to a client.
 - a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart).
3. For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service. Indicate the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.
4. Describe when and how staff will be supervised.
5. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.

6. Explain how client will participate in identifying of needs and decision-making.
7. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.
8. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.

C. Availability

1. Specify normal hours of business.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary.
3. Identify each location where services will be provided. Include the street address, city, and zip code for all locations.
4. Do facilities and services allow/encourage participation by clients with disabilities? That is, are training facilities accessible by wheelchair? Are restrooms accessible, etc?
5. Indicate ability to arrange transportation for clients to receive services, such as convenience to public transportation, bidder-owned vehicles, etc.
6. Access to public transportation.

E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period. (A 12 month budget is required)

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

BIDDER NAME:

PRICE QUOTATION

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1:

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #2 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #3 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #4 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Bidder: Submit this form in a separate envelope with the budget.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
**MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

RESOURCE GRID

MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.